



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF, TUBERCULOSIS CONTROL & BORDER HEALTH

Class No. 004128

■ CLASSIFICATION PURPOSE

To organize and administer the tuberculosis control program of the Health and Human Services Agency (HHSA); to provide consultative services; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class allocated only to the HHSA. Under general direction, this class is responsible for administering the tuberculosis control and cross-border disease control programs within the HHSA.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, organizes and administers screening, outreach, treatment, and educational programs that pertain to tuberculosis control.
2. Provides direct patient care.
3. Acts as consultant to private physicians handling cases of tuberculosis.
4. Provides general tuberculosis consultation to community groups.
5. Outlines diagnostic work for patients with tuberculosis infection.
6. Directs, supervises, plans, and evaluates the work of professional and clerical staff.
7. Maintains public health control of active cases of tuberculosis.
8. Plans cross-border public health activities.
9. Maintains and expands binational programs.
10. Provides courteous, high quality service to members of the public by personally responding to requests for service or by making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods and techniques used for tuberculosis screening and treatment.
- Anatomy, physiology and diseases of the human body.
- Methods of obtaining medical histories.
- Methods of conducting physical examinations.
- Recent developments in general medicine and tuberculosis.
- Principles and practices of employee supervision and training.
- Budget preparation and administration.
- Laws, regulations, and codes relating to immigration.
- Program evaluation.
- Key San Diego/Mexico border issues.
- Mexican healthcare infrastructure.

- The General Management System in principle and practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Plan, direct, organize, coordinate, control, and evaluate the work of subordinate staff and oversee administrative functions of an office.
- Establish and maintain effective working relationships with all levels of staff, the public, and local, state, federal, and international officials.
- Provide quality direct clinical care.
- Expand local resources through grant writing and collaborative partnerships.
- Interpret State and Federal recommendations and laws to guide local policy.
- Provide consultation and guidance to the local medical community.
- Provide leadership for program staff in professionalism, quality service, and clinical excellence.
- Analyze and understand epidemiological disease trends.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

Five (5) years experience as a licensed physician, including two (2) years of recent experience with a high level of responsibility for the diagnosis and/or treatment of tuberculosis patients, AND two (2) years experience in a related administrative or supervisory position.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds. Must be able to lift up to 50 lbs and occasionally 70 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Applicants must possess a valid license to practice medicine in the State of California and a valid DEA certification prior to appointment.

A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Working Conditions

May be subjected to contagious diseases and violent and/or abusive behavior from patients.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: September 13, 1996**  
**Revised: January 16, 2001**  
**Reviewed: Spring 2003**  
**Revised: June 14, 2004**  
**Revised: October 2005**

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Chief, Tuberculosis Control & Border Health (Class No. 004128)

Union Code: MA

Variable Entry: Y